

PLACER COUNTY CIVIL SERVICE COMMISSION MEETING
April 12, 1999

for

OPEN SESSION

- I. ROLL CALL: Meeting was held at Board of Supervisors Chamber, 175 Fulweiler Avenue, Auburn, CA., with four Commissioner's present. Chairman Costigan absent. Vice Chairman Webber presiding.

CLOSED SESSION

OPEN SESSION - 6:30 P.M.

- I. CLOSED SESSION REPORT: Vice Chairman Webber announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Govt. Code Section 54957. It was moved by LeDoux and seconded by Besana that the merit increases be approved as recommended by the departments. Two were denied; and to be returned in 90-days at the July meeting. Motion carried; Commissioner Stockwin voting no. It was moved by LeDoux and seconded by Besana to deny a 30-day extension for employee to respond to performance evaluation.
- II. AGENDA APPROVAL: It was moved by Stockwin and seconded by Besana to approve the agenda. Motion carried unanimously
- III. MINUTES OF PREVIOUS MEETING: Moved by Stockwin and seconded by Besana, that the minutes of March 8, 1999 be approved. Motion carried unanimously.
- IV. PUBLIC COMMENT: None
- V. OLD BUSINESS: None
- VI. NEW BUSINESS
- A. Placement of Classifications into the Unclassified Service
1. Public Works Manager, range 53.0
 2. Public Works Manager-Engineer, range 54.0
- It was moved by LeDoux and seconded by Besana to approve the placing of these classifications into the Unclassified Service. The positions to be transitioned through attrition upon being vacated by the incumbents. Motion carried unanimously.

B. Minor Re-organization – Probation Department Management

It was moved by Stockwin and seconded by Besana to approve the following:

1. Delete Assistant Chief Probation Officer
2. Create Deputy Chief Probation Officer, range 49.5, and place in Unclassified Service
3. Revise Probation Manager Classification Specification
4. Amend Chapter 14, Section 14.2010 (a)(2)

Motion carried unanimously.

C. Classification Specification Revisions

1. Departmental Systems Analyst series

It was moved by LeDoux and seconded by Stockwin to approve the revisions for the Senior Departmental Systems Analyst, Departmental Systems Analyst and Departmental Systems Technician and direct staff to substitute standardized industry technical training or college level coursework for computer technically related classes including the departmental systems series. Motion carried unanimously.

D. Reclassification Request

1. Veterans

It was moved by Besana and seconded by LeDoux to approve the reclassification of one Administrative Clerk Entry/Journey, range 32.0 to Administrative Secretary, range 38.5. Motion carried unanimously.

2. Courts

It was moved by LeDoux and seconded by Besana to approve the reclassification of one Departmental Systems Technician, range 41.0 to Departmental Systems Analyst, range 44.0. Motion carried unanimously.

E. District Attorney – Victim Witness Reorganization.

It was moved by Besana and seconded by Stockwin to approve the following:

1. Create New Classification Specifications of Victim Witness Advocate I/II, range, 34.0/36.0; Claims Specialist I/II, range 34.0/36.0; Senior Victim Witness Advocate, range 38.0.
2. Adjust salary range of Victim Witness Supervisor from range 39.0 to range 40.0.
3. Reclassify four (4) Victim Witness Specialists positions to Victim Witness Advocate I/II.
4. Delete classification of Victim/Witness Specialist.

Motion carried unanimously.

F. Work Out Of Class Extensions

It was moved by Stockwin and seconded by LeDoux to approve the Work Out Of Class Extensions as presented in staff memo.

G. Extension of Extra Help Hours

It was moved by LeDoux and seconded by Besana to approve the Extra Help Extension Hours as presented in staff memo. Motion carried unanimously.

VII. LEAVES OF ABSENCE - As an information item only, the Commission was advised of the Leaves approved by the Personnel Director.

VIII. COMMUNICATIONS

A. Provisional Appointments - None

B. Staff Reports and Correspondence

IX. ADJOURNMENT - There being nothing further to come before the Commission, the meeting was adjourned. The next regular meeting will be held at 6:30 PM, on Monday, May 10, 1999 in the Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, Ca 95603

PLACER COUNTY CIVIL SERVICE COMMISSION


RICHARD COSTIGAN, III,
CHAIRMAN


CAROL BRAUN,
EXECUTIVE SECRETARY